**Fellowship Application AY21**

This form is for new applications; do not use this form if renewing a project. All full-time faculty members are eligible to apply for fellowships.  The application is to be submitted to the department chair. The chair should submit the application with the chair’s report to the Office of Faculty Research and Sponsored Programs (OFRSP). The Kenny due date to chair is October 1st; the chair’s due date to the OFRSP is October 15th. The remaining fellowship applications (except the Senior) are due to the chair September 1st; the chair’s due date to the OFRSP is September 8th.

**1. Applicant Information**

|  |  |
| --- | --- |
| **Name**         | **Department**       |
| **Rank**       | **Date of appointment to rank**       |
| **Highest terminal degree**       | **Date of terminal degree**       |
| **Successive years of full-time teaching at SPU**       |

**2. Type of Fellowship:**

**[ ]  Faculty Fellowship-** to assist faculty in the study and research requisite for their professional development. Faculty members become eligible to apply for semester awards in their second year of full-time service. These awards are available for two semesters at half salary, one semester at full salary, and a summer. **Please indicate which term(s):**

[ ]  **Kenny Fund (Summer 2020) Fellowship**- to support research and scholarship during the summer. Provides a stipend of $4,000. Recipients may not teach during Summer Sessions I and II. .

**[ ]  Research Associate Fellowship-** to begin or continue research projects throughout the AY. Research Associates receive one course release in the Fall and Spring semesters. Activities must be research-oriented. This fellowship is renewable (after submitting new applications for two consecutive years) if research is ongoing and measurable outcomes are produced.

[ ]  **Teaching Associate Fellowship-** to prepare interdisciplinary electives. Applicants typically apply in pairs with the intention of designing and offering an interdisciplinary course. Two awards are typically available in each academic year. Each member receives one course release during the AY.

**[ ]  James N. Loughran, S.J. Fellowship-** The James N. Loughran, S.J. Mission Fellowship, named for the 21st President of Saint Peter’s University, is used to assist members of the Full-Time Faculty in study, research or development, of courses, projects, professional development conferences and workshops, that advance the Jesuit mission and Catholic identity of Saint Peter’s University. The single most important criterion for evaluating a proposal is its potential for strengthening the Jesuit mission and Catholic identity of Saint Peter’s University. Typically, one award is available in each academic year. One course is given for the AY.

**[ ]  Senior Research Professorship-** to assist phased retirement faculty to travel to scholarly conferences (up to $750) and for research expenses (up to $250). Proposals should include the goal of the research, time frame, and significance of the research to the applicant’s field. A vita and an application should be submitted to the chair by February 8; the chair’s report is due February 15.

**3. Have you previously had a fellowship?**

[ ]  Yes [ ]  No If, yes, when

1. **If you answered, *yes*, please indicate what your last previous project was for along with the goals, and if you accomplished your goals. List the outcomes produced for the award. Please be brief (<150 words).**

1. **List outcomes of the last three years including citations (with dates) (e.g., publications, conference presentations, grant applications/awards).**

**4. Abstract: Please include a title and description of your proposed project -** Please state the rationale for the proposed project. Include pertinent information about existing literature in the field and any relevant background of the project topic. Please specify what will be done and how it will build on your previous work. Also, specifically describe the methodology that will be used for the project (ex. sample size, statistical tests, archival research, etc.). Keep in mind that faculty members of different disciplines are reviewing your application, so please write your proposal for laypersons. **Word limit: <250 words**.

**5. If this project involves human subjects or animals, have you received approval for it from the appropriate University committee? If yes, attach approval.**

[ ]  Yes [ ]  No

**If you answered, *no*, please indicate where you are in the approval process or N/A.**

**6. Please describe the expected outcome(s) of the proposed project (e.g., book, chapter, journal article, grant proposal, conference presentation, etc.) Be specific; for example, identify the journals where and when manuscripts will be submitted. Present a time line of activities and outcomes.**

**7. Describe the project’s relevance to the SPU mission. (This section is especially important for those applying for the James N. Loughran Fellowship.)**

**8. Impact statements-** Please provide information about how the project will impact:

**a. Students-**

**b. Discipline-**

**c. Department-**

**d. University-**

**e. Community-**

**f. Other-**

I have read the Academic Handbook Section governing Faculty Fellowships. To the best of my knowledge this application is full and complete. I understand that the current policy of the committee on the Professional Development of the Faculty is not to entertain appeals.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_*

 Signature Date

**Notes:** Fellowships are competitive. Successful fellowships are ones that are clear to a layperson, include a timeline of activities and outcomes to be produced within the award time period, include measurable outcomes such as publications and presentations. Research is typically underway before a fellowship begins. When applying for a Research Associate and a Kenny, activities should not overlap. It is unlikely that both fellowships will be awarded for the same project unless activities can be clearly delineated.

Chairs’ Reports should include a clear summary of the project, expected outcomes, and relevant information for completion of the project. Chairs often identify and clarify information that is not available in the proposal. For example, if an applicant refers to expenses, a chair may verify that department funds are available.